

# **PROCEDURE FOR PREPARING RECORDS INVENTORY AND DISPOSITION SCHEDULES (RIDS)**

**Revision 0**

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**Approved by:**

**DOE Office of Records Management, IM-11**

## **PROCEDURE FOR PREPARING RECORDS INVENTORY AND DISPOSITION SCHEDULES (RIDS)**

1. If the records have not yet been inventoried then please see the Procedure for Conducting a Records Inventory. An inventory must be completed prior to preparing the RIDS.
2. DOE HQ O1324 defines the purposes for creating and using the RIDS in an Office and Program. It states that the Records Inventory and Disposition Schedules (RIDS) should be reviewed and updated at least annually by the HQ Program Records Liaison Officers (RLO), on DOE F 1324.10. The RIDS covers all record material, administrative and programmatic, as well as non-record material. The RIDS must include:
  - a) complete and detailed information identifying the organization(s) responsible for the records
  - b) File series title, description, location of file and inclusive dates
  - c) Disposition authority (citation of DOE Record Schedule and Series\*)
  - d) Authorized disposition instructions (cut-off instructions and retirement periods)
  - e) Transfer instructions (to Federal Record Center NARA for permanent records, etc).

Use DOE F 1324.9 for continuation pages. See the OCIO Records Management website for a list of DOE's Administrative and Programmatic records schedules. (<http://cio.doe.gov/RBManagement/Records/dissched.htm> )

3. The RIDS is/are reviewed by the proper office Records Liaison Officer (RLO) or Program Records Official (PRO) to verify:
  - a) All appropriate types of records are included,
  - b) Disposition authorities are listed,
  - c) Record and non-record material are included.
4. Contractor RIDS are submitted in accordance with contracting officer instructions. A form similar to DOE F 1324.9 and F1324.10 should be used to record the RIDS information.
5. Adjustments are made to the RIDS per the review findings above.
6. The Program Records Official approves the final RIDS.
7. An official copy is retained by the RLO with copies provided to file administrator, as appropriate. A copy is provided to the Records Holding Area (GTN G-017) for reference by the RHA staff.

8. If records are identified that are not covered under existing records disposition schedules, then a request for a new records schedule must be processed. Please see the Procedure for Approving Records Disposition Schedules (SF-115) for the process to be followed when submitting new Records Schedules for approval.

## Preparing a Records Inventory and Disposition Schedule

